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Stacy Neal
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MEMORANDUM

TO: Purchasing Card Coordinators

FROM: Jennifer Hall, OA Division of Accounting

DATE: August 12, 2013

RE: 2013 Purchasing Card Forum

The Office of Administration, Division of Accounting, and UMB Bank/Visa will host the Annual State Purchasing Card Forum on Tuesday, September 17, 2013, from 9:00 a.m. to 2:30 p.m. Check-in begins at 8:30 a.m. The forum will be held at the g² Gallery, Jefferson City, MO. As the sponsor of the Purchasing Card Forum, UMB Bank will be providing lunch at the venue to attendees.

The purpose of the annual forum is to provide an update on the P-Card industry, and implemented improvements and opportunities available to fully utilize the State's Purchasing Card Program. As noted on the attached agenda, guest speakers will be presenting a variety of topics at the forum and providing an opportunity to enhance your knowledge of the Purchasing Card program. The intended audience of the forum is P-Card users including cardholders, coordinators, payment review staff, and any other individual tasked with management of their agency's P-Card program.

Although the forum is provided at no cost to attendees, registration is necessary for planning and seating is limited. **Please complete the online registration at:** <http://www.surveymonkey.com/s/T7GCQX9>. In addition, we are also seeking suggestions for topics you would like addressed at the forum.